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Senate Resolution JR-16SB-3018: Fall 2016 Amendment of the Elections Policies and Procedures

Student Government Association University of North Florida

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- Whereas: The Student Government of the University of North Florida was established to represent student concerns in all University wide matters, and;
- Whereas: The Senate is the legislative body of the University of North Florida's Student Government given the responsibility of carrying out such legislative acts that are necessary and proper for the Student Body of the University of North Florida; and;
- Whereas: Legislation dealing with necessary and proper revisions to the Elections Policies and Procedures shall be considered by the Government Oversight of the Senate; and
- Therefore: The following proper revisions to the Elections Policies and Procedures are proposed to foster continuous growth to our Elections system.

The Office of Elections

"A Posse Ad Esse"
{From Possibility to Actuality}

Election Policies and Procedures

As of ~~April 8th~~ - July 13th, 2016



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I. Mission

The mission of the Office of Elections shall be to efficiently and justly sustain a competitive election system for the student body of the University of North Florida.

II. Purpose

The purpose the Office of Elections shall be to maintain a system of binding guidelines for the aforementioned office and all prospective candidates for election. This system shall be known as the Election Policies and Procedures and shall dictate the manner and scope in which this government applies restriction, resolution, and restitution in all election related matters.

III. Duties of the Elections Commissioner

- a. Be responsible for proposing changes to the Elections Policies and Procedures to the Government Oversight (GO) Committee, when necessary.
- b. Be responsible for executing all provisions provided within the Elections Policies and Procedures.
- c. Make public an election timeline, containing all important dates, deadlines, and statutes of limitations prior to the start of each semester as they pertain to the upcoming General Election.
- d. Be responsible for forwarding all documents to be posted online to the Senate Secretary, or the relevant Legislative Branch Web Master, a reasonable amount of time before their required post date.
- e. File all witnessed and reported violations of the Election Code and Election Policies and Procedures, in conjunction with the Attorney General as Judicial Complaints against the accused candidate(s) within the constraints of the Election Policies and Procedures timeline.

IV. Elections Code of Ethics

a. Purpose

- i. The Elections Code of Ethics is established as an agreement between all persons involved with the elections process. As such, it serves to



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establish basic standards we hold valuable and essential to the preservation of democratic principles.

b. System of Ethical Standards

i. No person shall:

1. Physically, emotionally, or mentally abuse any other candidate, student, or university employee.
 2. Misrepresent any material fact(s) through any campaign material(s) or action(s).
 3. Misrepresent any campaign material(s) or action(s) as being the property or undertaking of any other candidate or party organization.
 4. Condone or authorize the destruction or theft of any candidate(s) or party organization(s) campaign material(s).
 5. Commit written, printed, or verbal defamation.
 6. Violate any University Policies and Regulations that are in place during the course of the election.
- ii. Candidates and/or Political Party Organizations are responsible for the action(s) of other individual(s), and/or organization(s) acting on their behalf or at their direction beyond a reasonable doubt.
- iii. Every candidate shall hold themselves to the highest level of ethical standards as they are a representative of the entire student body of the University of North Florida.

V. **Candidate Guidelines**

a. Elections Timeline

i. Timeline Definitions

1. Day, Business: All days Monday through Friday in which the University is open for business between the hours of 8:00 AM and 5:00 PM.
2. Day, Common: All calendar days between the hours of 12:00 AM and 11:59 PM.
3. Week: Seven (7) consecutive Common Days.



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ii. Format

1. Attached to the Elections Policies and Procedures shall be a timeline that prescribes the chronological order of events within the elections system.
2. This timeline shall be in the form of a calendar but designed in such a fashion that all necessary dates are read in an unmistakable manner.
3. Attached to this timeline shall be a description of the event(s) and list of necessary document(s), where applicable, for each deadline.

iii. Publication

1. The Elections Timeline shall be published and made available to the public prior to the start of the semester that the election will take place.
2. In the absence of an Elections Commissioner, the duty of publication of the Election Timeline shall fall with the Attorney General.

iv. Regulations

1. Ten (10) weeks prior to the nearest upcoming general election, the Elections Policies and Procedures shall be finalized and published.
2. Six (6) weeks prior to the nearest upcoming general election, all political party organizations shall have filed their Declarations of Intent.
3. Five (5) weeks prior to the nearest upcoming general elections, the Office of Elections shall hold a Party Fair.
4. Four (4) weeks prior to the nearest upcoming general election, all Candidate Declarations of Intent must be filed.
5. Disqualifications shall be finalized on the sixth (6) business day following the deadline for the Candidate Declaration of Intent.



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6. In between three (3) and one (1) weeks preceding the nearest upcoming general election, At least one (1) candidate forum shall be held for the public to attend.
7. In between three (3) and one (1) weeks preceding the nearest Presidential election, at least one (1) Presidential Debate shall be organized, assuming contest.
8. All fall general elections shall begin on the tenth (10) Tuesday of the fall semester at 9:00 AM and close at 7:00 PM on the next day.
9. All spring general elections shall begin on the ninth (9) Tuesday of the spring semester at 9:00 AM and close at 7:00 PM on the next day.
10. All financial statements shall be filed by the conclusion of the business day following the close of elections.
11. All Judicial Complaints related to a specific election shall be filed no later than the conclusion of the second (2) business day following the close of the election under which the matter(s) in question transpired, with the exception of Judicial Complaints filed by the Elections Commissioner.
12. The Election Commissioner shall have four (4) business days to submit any Judicial Complaints pertaining to a specific election.

b. Candidacy

i. Requirements

1. The requirements for candidacy shall in no way exceed those placed by the Constitution and every effort shall be made to ensure that no excessive barriers exist to candidacy.
2. The constitutional requirements for candidacy may be seen under Article V § 2 of the Student Government Constitution.
3. To become a candidate in any Student Government election, a student must only meet the constitutional requirements and complete a Candidate Declaration of Intent.
4. Presidential candidates are required to run on a two-person (2) ticket with a Vice-Presidential candidate. Presidential tickets shall file a joint Candidate Declaration of Intent.



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ii. Candidate Declaration of Intent Form

1. The format for the Candidate Declaration of Intent form is at the discretion of the Commissioner but shall consist of, at a minimum, a single page for a perspective candidate to indicate acknowledgement and compliance with all required subsections.
2. Required information that must be provided on the Candidate Declaration of Intent form shall include the candidate's:
 - a. Full name, as it appears on their Osprey-1 Card.
 - b. N-number, as it appears on their Osprey-1 Card.
 - c. Contactable e-mail address.
 - d. Contactable phone number.
 - e. Classification and Major.
 - f. Indication of Party Affiliation. If affiliated, the Political Party Organization (PPO) chair must undersign. If not, the candidate is automatically recognized as an Independent.
 - g. Indication of Financial Statement option selection.
3. The following agreements must be provided with the Candidate Declaration of Intent form and the candidate must sign that they have read, understand, and agree to all of them:
 - a. FERPA release and acknowledgment forms.
 - b. Agreement to uphold the Code of Ethics.
 - c. Agreement to abide by all University and Student Government laws, policies and procedures.

c. Political Party Organizations

i. Creation and Registration

1. Requirements

- a. Any two (2) or more currently enrolled students may form a PPO and register with the Office of Elections through the completion of a Party Declaration of Intent.



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b. Registered PPO's are guaranteed the rights afforded them under Title VI.

c. PPO's must select a chair person from amongst themselves and indicate their selection on their Party Declaration of Intent.

2. Party Declaration of Intent Form

a. The format for the Party Declaration of Intent form is at the discretion of the Commissioner.

b. The form shall contain the following required information to be completed by the founding members:

1) Names and N-numbers of founding members, as they appear on their Osprey-1 cards.

2) Designation of Party Chair

3) Designation of PPO name and abbreviation.

4) Designation of Financial Statement option selection.

c. The following agreements must be provided with the Party Declaration of Intent form and the founding members must sign on behalf of the party that they have read, understand, and agree to all of them:

1) Agreement to uphold the Code of Ethics.

2) Agreement to uphold all University Policies and Regulations.

3) Agreement to abide by all Student Government

laws,

policies, and procedures.

d. All Political Party Organizations' registrations shall expire annually. At the time of expiration, the expired PPO's name will be reserved until the Party



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Declaration of Intent deadline of the nearest upcoming election.

1) The name of the PPO shall have a maximum life span of two (2) years. This life span shall be constituted by any two (2) years, consecutive or nonconsecutive, within a four (4) consecutive year period beginning the semester of first registration.

4)2) The PPO's name will be reserved until the deadline for the previous party chair, or someone possessing written consent of said party chair, to re-register. The final result of this process may be appealed to the Judicial Branch.

2)3) If the previous party chair does not return and no written consent is given, the party will be retired.

e. The Elections Commissioner reserves the right to retire a PPO's name should the party's registration lapse.

f. PPO's that were previously registered with the Office of Elections need only complete a party re-registration form annually to remain registered. Party re-registration forms shall contain the following information completed by at least two (2) renewing members:

- 1) Names and N-numbers of renewing members, as they appear on their Osprey-1 cards.
- 2) Designation of Party Chair.
- 3) Designation of PPO name and abbreviation.
- 4) Designation of Financial Statement option selection.
- 5) PPO's must reaffirm their agreements as listed under Chapter V § C.i.2.c of this document as well.



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ii. Naming

1. The following restrictions shall exist on the naming of PPO's:

- a. No PPO may register under a name that gives the impression of University endorsement or that uses official University language. Examples include but are not limited to: "The University of North Florida Party," "The Blue and Grey Party," "The No One Like You, No Place Like This Party," "The Ozzie Party," or "The Osprey Party".
- b. No party may have the same name or give the impression of having the same name as another registered party. Examples include but are not limited to: "The Kool Party" and "The Cool Party," or "The Rock Party" and "The Rockk Party".
- c. No party may register a party name as "No Party Affiliation" or any name with the word "Independent".

2. All decisions based on naming are subject to the direct approval of the Elections Commissioner. The Commissioner's final decision may be appealed to the Judicial Branch.

iii. Membership

1. Membership in PPO's may be determined internally.
2. PPO's that wish to register with Student Government must agree to an anti-discrimination and anti-hazing policy provided with the Party Declaration of Intent.
3. No student has an inherent right to be a member of any PPO as PPO's are private entities and strictly not Registered Student Organizations (RSO).

d. Campaigning

i. Restrictions

1. Signage



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- a. Signs of reasonable type are permissible on university grounds within three (3) weeks of the nearest upcoming election.
 - b. Physical Facilities and other university officials reserve the right to remove intrusive or obstructive signage.
 - c. The Office of Elections shall make available the most up to date university regulations in the form of an election signage map.
 - d. Placement of signs shall adhere to current university policy as directed by Physical Facilities, including but not limited to:
 - 1) Yard Signs alone may be placed near walking paths within the interior of campus.
 - 2) Banners may be hung from buildings with permission from the proper authorities. In the case of the Student Union (Bld. 58) Student Union Administration must be contacted.
 - e. Campaigns are responsible for removing all campaign-related materials within two (2) business days following the close of an election.
2. Active/Passive Campaigning
- a. Active Campaigning shall be defined as campaigning done in an unsolicited manner. This may include verbal or electronic communications as well the active distribution of items.
 - b. Passive Campaigning shall be defined as campaigning done in a wholly voluntary and non-intrusive manner. This may include signs, posters, websites, or the possession of various paraphernalia.
 - c. Active Campaigning shall be prohibited in all University buildings, with the exception of dining halls, the Osprey Clubhouse, Arena, and Wellness Complex.



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- d. A second exception shall be made to permit Active Campaigning in University Buildings, limited to meetings of Student Organizations, Registered or Unregistered, scheduled to meet in these buildings.
 - e. Active Campaigning is allowed in the Student Union, with the exception of the third floor of the East Building. All Campaigning is prohibited on the third floor of Building 58E.
3. No campaigning is permitted in residence halls including, but not limited to, distribution of fliers and door to door campaigning.
 - a. The only exception is in the event of invited and casual conversation between residents of the residence hall in question.
 4. Campaign materials may not be distributed in such a way as to create excessive litter or to willfully deface any property, public or private.
 5. Each candidate is liable for all campaign materials relating to his/her campaign, and shall see to their proper disposal, except materials discarded by voters in the polling region while the polls are open.
 6. No candidate shall operate under an implied Student Government endorsement. This includes, but is not limited to, any logos present in campaign materials or use of Student Government sponsored items in their campaign.

VI. Financial Guidelines

a. Format

- i. Financial Statements are to be completed within a provided packet given to all candidates.
- ii. Financial statement packets shall contain:
 1. A cover page listing the contents of a final and completed statement and the undersigned agreement to the accuracy of the statement.



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2. A blank itemized page(s) for the listing of all campaign expenses.
3. A totaling line at the conclusion of the list.
4. A guide for PPO financial statements that allows a party to calculate their combined expense limit.
- iii. Parties may choose to complete a PPO Financial Statement and forego individual statements if they wish to share resources.
- b. Regulations
 - i. Expense Limits
 1. Senate Candidates: \$500.00.
 2. Presidential Tickets: \$3,500.00.
 3. Political Party Organization option: Not to exceed the sum of the individual candidate's expense limits combined.
 - c. Contents
 - i. A completed Financial Statement must contain:
 1. An itemized list of all expenses incurred in support of a campaign. The Financial Statement must include items purchased in a previous campaign if they are re-used for the upcoming election.
 - a. Each calendar year, any re-used item will depreciate by half. After four (4) years of reuse, an item may be claimed at zero (0) percent of the current market value.
 2. Copies of all receipts supporting the itemized list of expenditures. In the case of items purchased previously and re-used for a campaign, a receipt is not necessary. Instead, a fair market value must be provided.
 3. Sworn agreement on behalf of the candidate, or in the case of PPO Financial Statement the chair, to the accuracy of the full and complete statement.

VII. Operations of the Election System

- a. The Ballot



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i. Ballot Format and Creation

1. The Elections Commissioner shall be responsible for overseeing the creation and final format of each ballot and ensuring their compliance with statute.

ii. Constitutional Referenda

1. All signed Constitutional Referenda shall be formally summarized and forwarded to the Elections Commissioner by the Senate President six (6) business days before the election, to be placed on the ballot.

iii. Plebiscites

1. A Plebiscite shall be defined as, a nonbinding referendum on a proposed law, constitutional referendum, or significant public issue.
2. Any student may petition the Office of Elections to request that a plebiscite be placed on an electoral ballot. Plebiscites shall be placed on the ballot at the Elections Commissioner's discretion.
3. Any Plebiscite placed on the ballot shall be made open for discussion at the Senate meeting during which the vote is held to validate the election.

b. Polling Information

i. Polling Locations

1. A polling station shall be defined as a location where students may go to cast their official votes in a protected, secure and private environment.
2. The Office of Elections shall maintain at least two (2) polling stations on campus where students may cast their votes in a secure and protected environment. The exact number of stations provided each election is up to the determination of the Commissioner.
3. No group or individual outside the Office of Elections has the right to create or police a polling station.



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4. The Elections Commissioner shall determine the best location for each station to best serve the student body and to adhere to the following provisions:
 - a. All polling devices used to cast votes at the polling stations must be hard wired.
5. Protected Polling Regions (PPR's) shall exist around each polling station provided by the Office of Elections and as such maintain the following provisions within them:
 - a. No active campaigning shall occur.
 - b. Passive campaigning is allowed, with the exception of signage placed within the PPR.
 - c. No one, including poll workers, shall stand above or behind a student casting a vote.
 - d. Every effort shall be made to ensure the confidentiality of a student's vote.
 - e. Poll workers may not answer inquiries concerning candidates, platforms, or campaign events within a PPR.
 - f. Groups may not gather or in any way impede access to or within a PPR.
6. The Office of the Attorney General shall supervise the enforcement of all PPR provisions.
7. Polling stations provided by the Office of Elections shall remain open from 9:00 AM until 7:00 PM each day during the course of an election.

ii. Poll Workers

1. The Elections Commissioner is responsible for staffing all polling stations with qualified workers.
 - a. Qualified shall be defined as a volunteer who has no conflict of interest in regard to the current election and who has completed mandatory Election Poll Worker Training.



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b. Election Poll Worker Training shall be created and maintained by the Office of Elections. It shall be made available online for any who wish to complete it.

2. There shall be at least two (2) poll workers manning a station at all times.

iii. Polling Devices

1. The ability to cast a vote electronically from any web-accessible device shall be provided to students.

2. This electronic system shall be protected and monitored by the university and overseen by the Elections Commissioner in conjunction with the Attorney General to ensure that:

a. Each eligible student only casts one (1) vote per election, and;

b. All statutory mandates concerning ballots are met, and;

c. Confidentiality is protected, and;

d. All votes are batched and traceable, and;

e. Electronic voting remains consistently open from the start of elections until their close.

c. Voting

i. The ability to cast a singular vote in every election is the inherent right of all A&S fee-paying students of the University of North Florida.

ii. Voters must be able to:

~~1. Select a "select-all" option to vote for all members of party tickets.~~

1. Select up to twenty (20) Senate candidates one at a time.

2. Have access to a display containing each candidate's platform.

d. Restrictions



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- i. In the interest of protecting the confidentiality of each student's vote, votes shall not be solicited by candidates or campaign supporters through the individual distribution of electronic devices. This includes mobile devices, laptops, tablets, or computers of any kind.
- ii. Candidates and campaign supporters may direct students to online voting through electronic communication, flyers, and physical direction to polling stations but may not accompany them into the PPR.

VIII. Validation of an Election

a. Tabulation

- i. All results shall remain confidential until the election closes. The operators of the Voting Application will at that time deliver the results to the Election Commissioner and Attorney General for confirmation.
- ii. The Elections Commissioner in conjunction with the Attorney General shall confirm the tabulated results following the close of an election.
- iii. Unofficial election results shall be released by the conclusion of the second (2) business day following the close of an election along with a list of all pending Judicial Complaints related to the election.
- iv. The Elections Commissioner shall, with the approval of the Attorney General and Chief Justice, release official elections results following the resolution of all pending Judicial Complaints.

b. Senate Validation

- i. The Elections Commissioner shall formalize the official results of all closed elections and forward them to the Senate in the form of a Senate Bill introduced by the Government Oversight Committee chair to be considered on second read (2nd) at the next upcoming Senate meeting.
- ii. The Senate must receive a validation bill within ten (10) business days following the close of an election provided all Judicial Complaints surrounding the election are resolved.



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HISTORY: JR-14SB-2785 (July 28th, 2014)
– Original
JR-14F-2817 (November 21st, 2014)
JR-15SB -2885 (July 23rd, 2015)
JR-16S-2961 (April 8th, 2016)
JR-16SB-3018 (July 13th, 2016)

Therefore: Let it be enacted by the passage and subsequent signing of this bill, that all changes to the Elections Policies and Procedures be in effect immediately.

Legislative Action

Author: Elections Commissioner Sabrina Sorrentino
Sponsor: Government Oversight Chairman Warren Butler
Committee: Government Oversight Committee
Committee Action: 5-0-0
Senate Action: N/A
Date of Action: N/A

Signed and Delivered to the Student Body President
on this 21 day of July, 2016.

Place Time Stamp Here

07:18 PM 07/21/16

Signed: _____

Dallas Burke, Student Senate President

Executive Action

Let it be known that JR-16SB-3018 is hereby

APPROVED / VETOED / LINE-ITEM VETOED

on this 21 day of July, 2016.

Signed, _____

Caleb Grantham, Student Body President

Signed and Delivered to the Senate Secretary

Place Time Stamp Here

JUL 21 AM 11:24